

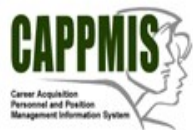
**PART 2**

**ACQUISITION TOOLS  
WORKSHOP**

**CAPPMIS  
ACRB**

**CAREER ACQUISITION  
PERSONNEL  
AND POSITION MANAGEMENT  
INFORMATION SYSTEM  
(CAPPMIS)  
ONE STOP SHOP**

# CAPPMIS WEB PAGE



## supporting the acquisition workforce



### CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM

#### Site Notice

**SCHEDULED SYSTEM DOWNTIME:** In order to respond to DOD mandated requirements, CAPPMIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

#### CAPPMIS Login

User Name:

Password:

#### CAPPMIS AKO/CAC Login

To login to CAPPMIS with your AKO or CAC Account please click the appropriate button above.

#### New User:

#### News

Effective March 6, 2007: AL&T workforce military... their own achieved certification certificates. To ac... CAPPMIS, click on the "CERTS" tab and then click... career field/level achieved. If you should encounter difficulty printing your certificates, please contact us at <https://www.hrc.army.mil/site/protect/active/opfam51/staff.htm>

Effective February 21, 2007: UPDATED Army Certification Policy (some significant

#### Welcome

This is a Department of Defense (DoD) web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security.




Type your User Name

Then Type your Password


Then press Login

If this is your first time logging in, click here to Create a New Account.

Click here if you forgot your User Name/Password.



supporting the acquisition workforce



[HOME](#)
[IDP](#)
[ACRB](#)
[SRPE](#)
[AAPDS](#)
[Logout](#)

[EDIT PROFILE](#)

**Profile**

Name: AA BLANK 4

Position Title: COMPUTER SPECIALIST

Organization: ASC FORT BELVOIR

Email: SCOTT.GREENE4@US.

Date of Birth: 12/30/1977


**News**

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 05/16/2006
- Your password expires on 10/13/2006


**Welcome**

This is the CAPPMIS home screen. You may a icking on the tabs.

[Blank ACRB](#)
[ACRB Instructions](#)
[Acquisition Support Center](#)
[AITAS](#)
[MAPL](#)



Security/ Privacy	System Requirements	DOD Computer User	Text Links	CAPPMIS Help
----------------------	------------------------	----------------------	---------------	-----------------



**CAPPMIS HOME PAGE**

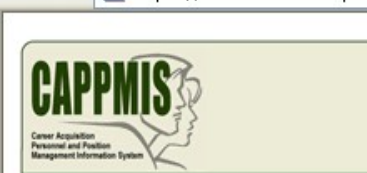
# **ACQUISITION CAREER RECORD BRIEF (ACRB)**

# **ACRB**

**Snapshot of Your Acquisition History  
Used for Verifying Corps Status  
Received Via the Web  
Changed Via the ACM/Workforce  
Member  
Official record of certification**

# ACRB Sources of Information

- ACRB data comes from many sources:
  - DCPDS (for US citizens and Local Nationals)
  - IDP/CL System
  - Monthly input from TOPMIS (Military), NGB & AR Personnel
  - Updates from individual AL&T Workforce members
  - Updates from ACMs



HOME

IDP

ACRB

EDIT PROFILE

## Profile

Name: AA BLANK 4  
Position Title: COMPUTER SPECIAL  
Organization: ASC FORT BELVOIR  
Email: SCOTT.GREENE4@  
Date of Birth: 12/30/1977

## Welcome

This is the CAPPMIS home screen.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)

CAPPMIS  
Help

Click on ACRB Instructions  
to read about the ACRB  
and/or view the Video  
Tutorial

**ACRB  
INSTRUCTIONS**

## CAPPMIS Help

## Acquisition Career Record Brief (ACRB)

### ACRB Instructions - Video Tutorial

- [ACRB Instructions : Video Tutorial](#)


### ACRB Main Menu

- [Color Coded ACRB Example](#)
- [What is an ACRB?](#)
- [Why is the ACRB important?](#)
- [Sources of the ACRB data](#)

Done

Internet

**HOW TO VIEW ACRB**

**CAPPMIS**  
Career Acquisition  
Personnel and Position  
Management Information System

supporting the acquisition workforce

ASC


HOMEIDP**ACRB**SRPEAAPDSLogout

**EDIT PROFILE**


**Profile**  
Name: AA BLANK 4  
Position Title: COMPUTER SPECIALIST  
Organization: ASC FORT BELVOIR  
Email: SCOTT.GREENE4@US.ARMY.MIL  
Date of Birth: 12/30/1977

**Welcome**  
This is the CAPPMIS home screen. You may access any of the above applications by clicking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)



Security/ Privacy	System Requirements	DOD Computer User	Text Links	CAPPMIS Help
----------------------	------------------------	----------------------	---------------	-----------------



Click on the ACRB Tab to access your ACRB

Edit Profile to change your email address, password, security question, security answer.  
See your Acquisition Career Manager (ACM) for other changes to your profile.

- Your last login was on 05/16/2006
- Your password expires on 10/13/2006



supporting the acquisition workforce



**Logout**

[VIEW ACRB](#) [PRINT ACRB](#) [EDIT ACRB](#) [ACRB INSTRUCTIONS](#) [ACRB VIDEO TUTORIAL](#)

Next, click on Edit ACRB

# HOW TO EDIT YOUR ACRB



supporting the acquisition workforce

[HOME](#)[IDP](#)[ACRB](#)[SRPE](#)[AAPDS](#)[Logout](#)[VIEW ACRB](#) [PRINT ACRB](#) [EDIT ACRB](#) [ACRB INSTRUCTIONS](#) [ACRB VIDEO TUTORIAL](#)

## Disclaimer

A false statement on any part of this document may be grounds for not hiring you, disqualifying you from eligibility to participate in acquisition career development programs or terminating you after you are hired or selected for one of the acquisition career development programs. Also you may be administratively disciplined or punished by fine or imprisonment. - U.S. Code title 5 section 552a: title 18 section 1001; Art 107 MCIM 1984 (1995 ed); AR 690-751.

I have read the above statement and certify that to the best of my knowledge and belief all of my statements are true, correct, complete and made in good faith.

Click Agree to edit your ACRB or Disagree to view your ACRB.

[Agree](#)[Disagree](#)

After reading the disclaimer, click on Agree

[System Requirements](#)[DOD Computer User](#)[Text Links](#)[CAPPMIS Help](#)



# HOW TO EDIT YOUR ACRB

## ACRB Navigation

Section VI - ACQ/Leader Training

Go

## ACRB Section VI

Please note, the purpose of this section is to allow you to select the courses you wish to have appear on your ACRB. Courses not approved as complete will not be available in this section. To add or modify training please click on the "Edit" link next to each course you wish not to appear on your ACRB.

Special Note DAU Training: Only DAU courses are eligible to display on your ACRB.

Only 26 courses can display on your ACRB.

Total Number of Courses Selected

Display on ACRB	Course ID	Course	Course Type	Actual Start Date	Actual End Date	Official End Date	CLP	Delivery Method	Record Source	Activity
<input checked="" type="checkbox"/>	447933	ACQ 101-FUN			06/10/2006	06/10/2006	25		idp/cl	DAU CERTIFICATION COURSES
<input checked="" type="checkbox"/>	447934	ACQ 201A-IN (WEB)			06/10/2006	06/12/2006	37		idp/cl	DAU CERTIFICATION COURSES
<input checked="" type="checkbox"/>	447935	IRM 101-BAS			04/10/2006	04/10/2006	25		idp/cl	DAU CERTIFICATION COURSES

Total Number of Courses Selected to

Display on ACRB	Course ID	course.			Provider	Actual Start Date	Actual/Official End Date	CLP	Activity
<input type="checkbox"/>	766832	ASC Supervisor Outreach Program	OTHER	ASC		06/02/2006	06/02/2006	2	OTHER CONTINUING ACQ TNG
<input type="checkbox"/>	766833	Seven Habits of Highly Effective Leaders	OTHER	TBI		05/20/2006	05/20/2006	8	OTHER CONTINUING ACQ TNG

Total Number of Courses Selected to Display on ACRB: 3

Submit Back

# HOW TO EDIT YOUR ACRB

## Alerts

Section VI of your ACRB was updated.

## ACRB Navigation

Depicts an editable section

ACRB - Full View

Go

For update instructions access the WEB at  
https://rda.altess.army.mil/cappmis

## SECTION I - CURRENT POSITION DATA

TITLE  
COMPUTER SPECIALISTCATEGORY  
INFORMATION TECHNOLOGYAAC CERT LEVEL REQ  
Level I (Basic) CertificationCOMMAND  
Acquisition Support Command

PERSONNEL OFFICE

ACQ POSITION TYPE  
Acquisition Position, not a CAP, non-developmentalBRIEF DATE  
05/30/2006

## SECTION II

CLEARANCE TYPE

INVESTIGATION T

DATE INVESTIGAT

Note that an alert notifies you that your change has been updated to your ACRB.

AOC

SSII

NAME  
AA BLANK 2

## SECTION IV - PERSONAL

AAC ACCESSION DATE

MONTHS OF ACQ EXP  
16

AAC RESERVE STATUS

5-YR REVIEW DATE

ARMY CIVILIAN

MAILING ADDRESS

STREET

CITY

STATE

ZIP

WORK PHONE  
(703) 000-0000

FAX

HOME PHONE

E-MAIL  
SCOTT.GREENE4@US.ARMY.MIL

## SECTION V - PREFERENCE

GEOGRAPHICAL

FUNCTIONAL

COMMAND

DATE ENTERED PRESENT POSITION  
01/20/2005

## SECTION VII - EDUCATION

INSTITUTION

DISCIPLINE

DEGREE

YEAR

5-YR REVIEW DATE

WORK PHONE  
(703) 000-0000

FAX

HOME PHONE

E-MAIL  
SCOTT.GREENE4@US.ARMY.MIL

Click on Section IX to edit your Assignment History

HIGHEST DEGREE  
N/A

ACQ CORPS QUAL - CREDITERS

CONTINUOUS LEARNING

END DATE: 09/30/2006

POINT:

## SECTION IX - ASSIGNMENT HISTORY

FROM

MO

ORGANIZATION

LOCATION

COMMAND

DUTY TITLE

SERIES

GRADE

AP

# HOW TO EDIT YOUR ACRB

Please note that you can navigate through the ACRB using this toolbar.

Supporting the acquisition workforce



Logout

VIDEO TUTORIAL

Help

ACRB Navigation

Section IX - Assignment History

Go

ACRB Section IX

COMPUTER SPECIALIST (ASC FORT BELVOIR - FORT BELVOIR VA - ASC) [From: 01/20/2005 To: Present]

Months Experience	Occupational Series	Pay Scale	Supervisor	CPCN	CPAC	CPOC	APC	APL	ACL	APT	API
16	2210	GS-12					INFORMATION TECHNOLOGY		1	Acquisition Position, not a CAP, non-developmental	None of the above

For assistance in updating your current position please contact your ACM.

Add

Back

Depicts current position

Depicts previous position

for assistance with this section

Click on Add to add a previous job assignment that does not already appear on your ACRB.

DOD Computer User Text Links CAPPMS Help

# HOW TO EDIT YOUR ACRB

Go

Links

## ACRB Navigation

 Go

## ACRB Section IX

Start Date	<input type="text"/>	start date must be entered in mm/dd/yyyy format
End Date	<input type="text"/>	end date must be entered in mm/dd/yyyy format
Unit Identification Code	<input type="text"/>	
Organization	<input type="text"/>	
Location	<input type="text"/>	
Command	<input type="text"/>	
Title	<input type="text"/>	
Occupational Series	<input type="text"/>	
Pay Scale	<input type="text"/>	
Acquisition Position	<input type="text"/>	
Acquisition Certification Level	<input type="text"/>	
Acquisition Position Type	<input type="text"/>	
Acquisition Position Indicator	<input type="text"/>	
Supervisor	<input type="text"/>	
Position Description	<input type="text"/>	

Information you  
should enter for each  
position

After you have updated all  
necessary/required  
assignment information,  
click Submit

# Requesting All Other ACRB Updates

- To request those updates you are unable to make to your ACRB:
  - Read ACRB instructions and/or view tutorial
  - Download ACRB into a word file
  - Type your updates in bold red print
  - E-mail ACRB to [asc.ncr.region@asc.belvoir.army.mil](mailto:asc.ncr.region@asc.belvoir.army.mil) for update
  - You will receive an e-mail upon completion of update

# ACRB Tidbits

- Information on your ACRB should mirror the information on your resume
- Civilian, military and private industry acquisition assignments should be listed in Section IX
- All acquisition assignments should be coded accordingly (Section IX, APC)
- Transcripts or diploma required to enter education
- Only awards and education information listed in our dropdown menus are acceptable
- Dates must be full dates – month, day and year